

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



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AIR EDUCATION AND TRAINING COMMAND
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Personnel

THE EDUCATION SERVICES PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2306, 16 October 2000, is supplemented as follows:

This publication does not apply to the Air National Guard or Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This revision specifies the use of a 3-year strategic plan as the AETC method of compliance for the Air Force Education Assessment Program (EAP) (paragraph 2.2.2.); details the responsibilities and composition of the Base Education Planning and Advisory Committee (BEPAC) (paragraph 2.3.6.); includes rules on authorizing tuition assistance (TA) for state-required examinations and procedures for using nonpersonal services contracts (NPSC) for assistant education advisors (AEA) (paragraphs 4.3. and 5.3.8. (Added)); adds a statement on using the Air Force Automated Education Management System (AFAEMS) (paragraph 9.5. (Added)); and updates guidance on command training requirement (CTR) (paragraphs 14.4.2. (Added) and 14.5. (Added)). A bar (|) in the left margin indicates revision from the previous edition.

2.2.2. Each AETC base will establish a baseline 3-year strategic plan and will update it annually. This plan will serve as the vehicle to evaluate and document compliance with the following:

2.2.2.1. (Added) The base annual financial plan.

2.2.2.2. (Added) The command goals and objectives.

2.2.2.3. (Added) The Base Education Planning and Advisory Committee (BEPAC) (see paragraph 2.3.6., this supplement).

2.2.2.4. (Added) The base needs assessment survey requirement.

2.2.2.5. (Added) The requirements to ensure that memorandums of understanding with onbase colleges and universities meet the Education Assessment Program (EAP) standards.

2.3.6. Senior wing leadership will chair the BEPAC. In most instances, the wing commander delegates this responsibility to the support group commander. The education services flight chief or senior educator holding an inherently government position will serve as the secretary to the BEPAC and be responsible to set the agenda and publish the meeting minutes. The BEPAC will meet at least semi-annually and forward a copy of the BEPAC minutes to HQ AETC/DPSEE no later than 15 workdays after the minutes are approved.

4.3. For bases that have an unfunded counselor position, nonpersonal service contracts (NPSC) or blanket purchase agreements (BPA) using program element code (PEC) 89732 for assistant education advisors (AEA) may be based on a time period rather than a unit basis. Each NPSC or BPA for an AEA must have prior approval from HQ AETC/DPSEE. Because the contractor will be engaged in providing advice comparable to a professional counselor, the contractor must possess the same minimal job requirements of a GS-1740-9 guidance counselor.

5.3.8. (Added) Tuition assistance (TA) for state-required placement examinations. TA will cover the cost for mandated examinations if these exams are required by the respective state for enrollment in a course or program. The following rules apply:

5.3.8.1. (Added) TA may only be paid for successful completion of the entire examination. Each subtest of any alternative examination must successfully be completed in order to pass the complete examination.

5.3.8.2. (Added) In Texas, military members on active duty are no longer required to take the Texas Academic Skills Program (TASP) tests for general academic programs. Instead, official documentation of active duty status for the enrollment period will suffice to exempt individuals from the testing requirement. Members of the armed services must file an AF Form 1227, **Authority for Tuition Assistance – Education Services Program**, with the school.

5.3.8.3. (Added) Authority to pay TA for the TASP is extended for any special programs requiring this examination, e.g., teacher preparation, nursing, etc. The cost of the TASP may be authorized if an approved alternative examination is substituted for the TASP.

9.5. (Added) Each base will ensure all TA and enrollment data is captured and properly updated in the Air Force Automated Education Management System (AFAEMS). Each education services flight will ensure it is operating the most current version of AFAEMS and its staff is properly trained in its operation.

12. AETC Form 456, **Voucher for Funds for Command Funded Training Requirement for CCAF Instructors**.

13. (Added) **Forms Adopted**. AF Forms 616, 1227, and 4009.

14. (Added) **Command Training Requirement (CTR) for Community College of the Air Force (CCAF) Instructors**:

14.1. (Added) **Purpose of the Requirement**. This requirement provides AETC a means to ensure degreed Air Force instructors teach CCAF degree-applicable courses. Any personal gain realized from this type of training is incidental and secondary.

14.2. (Added) **Concept of the Requirement**. AETC's CTR differs from that offered under paragraph 5.2 of the basic instruction for tuition assistance because these funds pay for mandatory courses and come out of a separate PEC.

14.3. (Added) General Guidelines:

14.3.1. (Added) Individuals receive this training at no cost. The 100-percent funding includes tuition, laboratory fees, matriculation fees, and required books. Eligibility for 100-percent funding is limited to non-degreed instructors who are assigned to AETC and teach CCAF degree-applicable courses in CCAF affiliate schools. Submit questions regarding course affiliation to HQ AETC/DPSE for resolution by CCAF.

14.3.2. (Added) CTR is restricted to courses applied to an associate degree available to an individual at the base of assignment or any reasonably accessible school. The courses may be traditional classroom delivery or alternative delivery (videocassette, video teletraining, correspondence, online web-based, advanced placement testing, or any combination).

14.3.3. (Added) Nondegreed instructors teaching CCAF degree-applicable courses will attend college courses required to complete the associate degree. Class attendance is scheduled as an authorized and integral part of instructor duty. Commanders will ensure their instructors participate and complete training courses.

14.3.4. (Added) Points of contact (POC) for each of the eligible schools refer instructors to the education center for counseling and course enrollment. POCs certify eligibility of instructors for 100-percent funding.

14.3.5. (Added) The educational counselor and instructor determine in which courses the instructor enrolls; however, course enrollment will be in the most expeditious career field related associate degree program, whether through CCAF or a civilian equivalent.

14.3.6. (Added) The educational counselor, under the guidance of the education services officer (ESO), evaluates each unsatisfactory completion or noncompletion and provides a recommendation to the instructor's commander. The commander will then decide on an appropriate waiver action.

14.4. (Added) Funding Procedures:

14.4.1. (Added) The ESO budgets for the program and monitors expenditures, except at non-AETC bases where an AETC training group is located. The PEC for the CTR is 84731 and the expense element identification code is 55314 (CCAF instructor training).

14.4.2. (Added) Eligible instructors apply for funded courses by completing AETC Form 456. AETC pays 100 percent of the cost of tuition, fees, and books entered on the form. AF Form 616, **Fund Cite Authorization**, or AF Form 4009, **Government Purchase Card Fund Cite Authorization**, will be used in conjunction with AETC Form 456 by AETC ESOs or by the training group owning those instructors on installations where AETC education centers do not exist.

14.4.3. (Added) HQ AETC/DPSE, in coordination with the appropriate command, will develop procedures for the AETC ESO to work with the ESO at non-AETC bases to process AETC Form 456. **EXCEPTION:** AETC training groups located on non-AETC bases provide funds for the CTR.

14.4.4. (Added) CTR funding is not authorized for any course in which the instructor receives reimbursement in whole or part by the US Government, such as Veterans Administration education benefits or Air Force TA funds.

14.4.5. (Added) Eligible instructors who enroll in distance learning (DL) courses approved by the ESO with a class duration of 18 weeks or less will receive payment for tuition lab fees and books prior to

enrollment. Eligible instructors who enroll in approved DL courses with a class duration longer than 18 weeks will be reimbursed after verification of successful course completion.

14.5. (Added) Reporting Procedures. AETC ESOs who fund the instructor enrollments will report expenditures, number of individuals, and number of enrollments on an attachment to the annual off-duty Voluntary Education Program report. AETC training groups on non-AETC bases will report this information to HQ AETC/DPSE no later than 15 working days after the close of each fiscal year.

NOTE: The following are added to Attachment 1:

Abbreviations and Acronyms (Added)

AEA—assistant education advisor

AFAEMS—Air Force Automated Education Management System

CCAF—Community College of the Air Force

CTR—command training requirement

DL—distance learning

POC—point of contact

TASP—Texas Academic Skills Program

FRED K. WALL, Colonel, USAF
Director of Personnel